

TextAdvantage Plus provides access to the **ASME Boiler and Pressure Vessel Code**, **PetroChemical Standards Collection** (1,700+ documents), **API Select** (250 frequently referenced American Petroleum Institute documents), **MMS References Collection** (Minerals Management Service rules, regulations, and referenced standards), and **AWS D1.1** (American Welding Society Structural Welding Code - Steel).

- To Start:**
1. Select your Desktop login link  
**OR**  
Go to <http://www.ihs.com>, click the **Login** button, enter your user name and password, and click the **Submit** button.
  2. Click **TextAdvantage Plus**.

**To Exit:** Click the **Logout** button.

**For Help:** Click the **Help** button. For additional assistance, contact **IHS Customer Support:**  
1-800-447-3352 (USA/Canada)  
+1-303-397-2295 (Worldwide)

## Search Screen

The screenshot shows the TextAdvantage Plus search interface. On the left, there are search fields for 'Doc No:' and 'Text:', a 'Search' button, and a 'Clear' button. Below these are 'Refine Search...' options: 'Subscription only:', 'Watchlist:', 'Source:' (with 'ASTM' selected), 'Segments:', 'Posted Since:' (with 'Last Month' selected), and 'Status:'. The main area displays 'Documents: 1 - 20 of 24' and a 'Download Search Results' table.

	List Add	Format	Source	Doc No (View Doc)	Doc Date mm/dd/yyyy	Title	Status	Post Date mm/dd/yyyy
1.	<input type="checkbox"/>		ASTM	<a href="#">A 123/A 123M</a>	10/10/2002	Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products	ACTV	12/11/2002
2.	<input type="checkbox"/>		ASTM	<a href="#">A 182/A 182M</a>	09/10/2002	Standard Specification for Forged or Rolled Alloy-Steel Pipe Flanges, Forged Fittings, and Valves and Parts for High-Temperature Service	ACTV	12/11/2002

### Basic Search Procedure

Enter search terms in the Doc No and/or Text search fields, and/or use the Refine Search filters to describe the document(s) you need. Use the Asterisk Wildcard, as necessary, in the Doc No field. Click the **Search** button.

Search results are listed on the right. Click the document number links to view the documents.

### Search Fields

If you enter multiple terms in a search field, only documents containing all terms are retrieved.

**Doc No** - Type a document number or partial number. Use spaces between two or more values. You can use acronyms, such as *ASTM*, etc. The Asterisk Wildcard can be used to refine your search.

**Text** - Searches document text and titles. Check the box to search only titles. Enclose exact phrases in quotes ("). There is an implied Asterisk Wildcard after all words. For example, *bolt* retrieves *bolt*, *bolts*, *bolted*, etc.

### Refine Search Filters

As you use these filters, only choices applicable to the criteria you have already entered are displayed. This eliminates frustrating "zero results" searches!

**Subscription only** - Search just the documents in your IHS subscription.

**Watchlist** - Quickly locate frequently referenced documents. See page three of this Tip Sheet for information on creating your personal Watch Lists.

**Source** - Restrict the search to documents from specific sources/organizations.

**Segments** - Narrow the search to one or more segments of the database, such as *Section VI Heating Boilers*.

**Posted Since** - Specify documents posted in the Last Quarter, Month, Week, or Yesterday.

**Status** - Restrict your searches to active or inactive documents.

### Asterisk Wildcard

Use the asterisk (\*) wildcard in the Doc No search field. The asterisk stands for one or more characters. It can be used before, after, or within a search term.

## Results List

Click the column headings to **re-sort**. If you search by Doc No or Text, results are initially sorted by relevancy ranking, otherwise they are sorted alphanumerically by Source.

Click the document number links to **view the documents**.

Click the checkboxes and then the List Add heading to **add documents to a Watch List**. See page three of this Tip Sheet for more information on Watch Lists.

TextAdvantage Plus								ERC Menu	Support	Logout
Home		Watch Lists	Table of Contents	Subscription	More Info	Help	Preferences			
Documents: 1 - 20 of 24								12 Next >		
Download Search Results										
List Add	Format	Source	Doc No (View Doc)	Doc Date mm/dd/yyyy	Title	Status	Post Date mm/dd/yyyy			
1. <input type="checkbox"/>		ASTM	<a href="#">A 123/A 123M</a>	10/10/2002	Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products	ACTV	12/11/2002			
2. <input type="checkbox"/>		ASTM	<a href="#">A 182/A 182M</a>	09/10/2002	Standard Specification for Forged or Rolled Alloy-Steel Pipe Flanges, Forged Fittings, and Valves and Parts for High-Temperature Service	ACTV	12/11/2002			
3. <input type="checkbox"/>		ASTM	<a href="#">A 276 REV A</a>	09/10/2002	Standard Specification for Stainless Steel Bars and Shapes	ACTV	12/11/2002			
4. <input type="checkbox"/>		ASTM	<a href="#">A 335/A 335M</a>	09/10/2002	Standard Specification for Seamless Ferritic Alloy-Steel Pipe for High-Temperature Service	ACTV	12/11/2002			
5. <input type="checkbox"/>		ASTM	<a href="#">A 376/A 376M REV A</a>	09/10/2002	Standard Specification for Seamless Austenitic Steel Pipe for High-Temperature Central-Station Service	ACTV	12/11/2002			

You can export Results Lists, up to 1000 lines, into a comma delimited file for easy import into a database or spreadsheet application of choice. The Source, Doc No, Doc Date, and Title are included in the download. To download, click the blue **Download Search Results** link at the top of the list.

## Viewing Documents

Documents are displayed in the Adobe Acrobat® Reader.™ Use the Acrobat Reader toolbar buttons to **manipulate and print the pages**.

Click the Referenced Documents links to **view documents referenced in this document**.

Bookmarks and Thumbnails help you navigate large documents. Click the Bookmark links to **quickly go to specific sections of the document**.

**Note:** All documents do not have Bookmarks and Thumbnails.

## Using the Table of Contents

To start, click the **Table of Contents** button on the Navigation Bar.

The Table of Contents contains folders. Click to expand the contents to show Document icons. Click the Document icons to open the PDF documents.

The screenshot shows the TextAdvantage Plus web application. The navigation bar includes links for Home, Watch Lists, Table of Contents, Subscription, More Info, Help, and Preferences. The main content area is titled "Table of Contents" and lists several document folders: TOP, 2001 ASME BPVC with 2002 Addenda, and SECTION I RULES FOR CONSTRUCTION OF POWER BOILERS. Under the last folder, a list of document icons is visible, including SEC I INTRODUCTION, SEC IA2002, SEC IA2001, SEC IPT PG, SEC IPT PW, SEC IPT PR, and SEC IPT PB. A search sidebar on the left contains fields for Doc No., Text, and a Titles only checkbox, along with various filter options like Subscription only, Watchlist, Source, Segments, Posted Since, and Status.

## Creating a Watch List

Watch Lists help you to quickly access frequently referenced documents. You can also add a Document Alert service to receive e-mail notification when a document on your list is revised.

Click the **Watch Lists** link on the top of any screen.

The View Watch List screen opens.

Click the **Create List** button.

The screenshot shows the "View Watch List" screen in the TextAdvantage Plus application. The navigation bar is the same as in the previous screenshot. The main content area displays "View Watch List" with buttons for "Delete List", "Create List", and "Doc Alert". Below these buttons, there are dropdown menus for "Name" (Project X) and "Desc" (API Standards for Project X). The "Owner" is listed as "joe@abc.com" with a "Take/Change Ownership" button. The "Items" count is 4. The search sidebar on the left is also visible.

Fill in the Create Watch List form.

Click the **Submit** button.

An empty Watch List is created.

Now you can add documents to the Watch List (see next page).

The screenshot shows the "Create Watch List" form in the TextAdvantage Plus application. The navigation bar is the same. The main content area displays "Create Watch List" with input fields for "Name" (Project Y), "Description" (ASME Standards for Project Y), "List Password" (masked with asterisks), "Confirm Password" (masked with asterisks), and "Your E-mail Address" (joe@abc.com). There are "Submit" and "Cancel" buttons at the bottom. The search sidebar on the left is also visible.

## Adding Documents to a Watch List

First, perform a search to locate the documents you want to add to the Watch List. Click the checkboxes next to the desired documents and then click the **List Add** column header. (See Results List on page two of this Tip Sheet for an example.) The **Add Selected Items to Watch List** screen opens:

Select the name of the list that you previously created.

Enter your **password** and click the **Add Items** button.

The documents are now added to your Watch List.

TextAdvantage Plus

ERC Menu | Support | Logout

Home | Watch Lists | Table of Contents | Subscription | More Info | Help | Preferences

Search [Clear]

Doc No: [ ]

Text: [ ]

Titles only:

Refine Search...

Subscription only:

Watchlist:

Source: ASME

Segments: PET08

Posted Since:

Status:

Results | View Lists | Create List

### Add Selected Items to Watch List

Select a list to add the (3) item(s) selected.

Name: Project Y

Desc: ASME Standards for Project Y

Owner: joe@abc.com

List Password': [ ] **Add Items**

Seq	Item
1.	ASME B1.3M
2.	ASME B1.3M

## Adding a Document Alert to a Watch List

**Note:** Entering your e-mail address when creating a Watch List WILL NOT send you e-mail notifications. You must add the e-mail address in the Doc Alert section.

Click the **Watch Lists** button on the top of any screen, and then locate the Watch List using the Name or Desc drop-down lists.

Click the **Doc Alert** button.

TextAdvantage Plus

ERC Menu | Support | Logout

Home | Watch Lists | Table of Contents | Subscription | More Info | Help | Preferences

Search [Clear]

Doc No: [ ]

Text: [ ]

Titles only:

Refine Search...

Subscription only:

Watchlist:

Source:

Segments:

Results

### View Watch List

Delete List | Create List | Doc Alert

Name: Project Y

Desc: ASME Standards for Project Y

Owner: joe@abc.com **Take/Change Ownership**

Items: 3

Type the e-mail address you want to receive the notifications and click the **Add** button.

**Note:** You can add more than one e-mail address, or a group e-mail address, to a Watch List to receive notification from the IHS Document Alert service.

TextAdvantage Plus

ERC Menu | Support | Logout

Home | Watch Lists | Table of Contents | Subscription | More Info | Help | Preferences

Search [Clear]

Doc No: [ ]

Text: [ ]

Titles only:

Refine Search...

Subscription only:

Watchlist:

Source:

Segments:

Posted Since:

Return

### Watch List Subscription Management

Add the e-mail address for all users who would like to be notified of updates to documents within the selected list.

Name: Project Y

Desc: ASME Standards for Project Y

Current Owner: joe@abc.com

New Email Address: jane@abc.com **Add**

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